

# ST. STEPHAN'S UNITED CHURCH OF CHRIST

(Founded In 1874 Evangelical and Reformed)  
Wilson Avenue and Ferry Street  
Newark, New Jersey 07105  
Church Telephone: (201) 344-2586



Mr. Max Hornig, Consistory President  
Home Telephone: (201) 344-1407

The Reverend Judith A. Vasile, Pastor  
Home Telephone: (201) 779-8606

July 1, 1998

This confirms the schedule (as finalized on Thursday, June 25th) for the "Get Out The Lead!" event to be held on TUESDAY, JULY 14TH, at 208 First Street, Newark, New Jersey, for residents of the Garden Spirex [HUC] Apartments (located across the street from the site of the event). Please read this data *carefully* and *completely* and notify as *IMMEDIATELY* of any discrepancies or changes to be made concerning the designation of tasks and/or responsible personnel. - July 14th

## SCHEDULE

### GEARING UP

| <u>Time Slot</u>   | <u>Responsibility</u> | <u>Task(s)</u>  |
|--------------------|-----------------------|---|
| 8:00 - 8:30 a.m. - | All                   | Arrival of workers at 208 First Street.                     |
|                    | Judy Vasile           | Provide/hang "GET OUT THE LEAD" sign.                       |
|                    | John Weber            | Provide/decorate - balloons (for outdoors and inside).      |
| 8:30 - 9:00 a.m. - | Judy Vasile           | Briefing of workers, including instructions, concerns, etc. |

### THE EVENT BEGINS WITH "COFFEE AND"

| <u>Time Slot</u>   | <u>Responsibility</u> | <u>Task(s)</u>  |
|--------------------|-----------------------|---|
| 9:00 - 9:30 a.m. - | PEQ                   | Supply juice, milk, sugar, sugar substitute, tea bags, donuts, cups, napkins, stirrers, tea bags. |
|                    | St. Stephan's         | Supply coffee urn and coffee.   |
|                    | PEQ personnel         | 2 persons to serve "coffee and."  |
|                    | St. Stephan's         | 1 person to serve "coffee and."   |

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## CONCURRENT WITH "COFFEE AND"

| <u>Time Slot</u> | <u>Responsibility</u>        | <u>Task(s)</u>   |
|------------------|------------------------------|--|
| 9:00 - 9:30 a.m. | Tashana Periah<br>John Weber | a. From Master List (which will be provided) Check off arrival of each pre-registered child. Give the Consent and Lab Forms for each pre-registered child to the ADULT accompanying that child to the testing area. (Explain the forms must be presented to the nurse who will perform the lead test.) |
|                  | Judy Vasile<br>Bill Good     | b. Register "walk-ins" for testing, completing a Consent and Lab Form for each child; also, ensuring that an ADULT will accompany each child to the testing area with both forms.  |

## WELCOME AND INTRODUCTIONS

| <u>Time Slot</u> | <u>Responsibility</u> | <u>Task(s)</u>   |
|------------------|-----------------------|--|
| 9:30 - 9:45 a.m. | Bill Good             | Words of welcome.  |
|                  | Judy Vasile           | Mention of agencies, programs, and institutions who partnered to present this event. |
|                  | Skip Vilas            | Greetings from Partners For Environmental Quality.                                   |
|                  | Judy Vasile           | Introduction of Department of Health [DOH] personnel and Rosemary Horner.            |

## LEAD EDUCATION PUPPET SHOW PRESENTATION

| <u>Time Slot</u>  | <u>Responsibility</u> | <u>Task(s)</u>   |
|-------------------|-----------------------|--|
| 9:45 - 10:15 a.m. | Rosemary Horner       | A lead-education presentation, complete with puppets and audience interaction. |

## INSTRUCTIONS FOR THE DAY

| <u>Time Slot</u>   | <u>Responsibility</u> | <u>Task(s)</u>   |
|--------------------|-----------------------|--|
| 10:15 - 10:30 a.m. | Rosemary Horner       | Review of rest of day's schedule. Reminder to parents/guardians to remain with their children until they are tested. |
|                    | w/DOH personnel       | Testing-related instructions.  |

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## LEAD TESTING BEGINS

| <u>Time Slot</u> | <u>Responsibility</u>           | <u>Task(s)</u>   |
|------------------|---------------------------------|--|
| 10:30 a.m. -     | Joyce Vilas                     | To work in pre-test waiting area (also; to supply pictures for coloring/crayons, etc.) |
|                  | Karen Booth and<br>1 PEQ person | To manage testing queue (based upon instructions from DCH employees on July 14th).     |
|                  | 1 PEQ person                    | To assist tester in testing area.  |
|                  | Bill Good                       | To provide "comfort toys" for the very young.  |

## CONCURRENT WITH LEAD TESTING

| <u>Time Slot</u>        | <u>Responsibility</u> | <u>Task(s)</u>                              |
|-------------------------|-----------------------|---|
| 10:30 a.m. - 12:30 p.m. | PEQ personnel         | Supplies and workers for two craft tables * |
|                         | PEQ personnel         | Play-dough table *                          |
|                         | Haworth UCC           | Supplies and workers for two craft tables * |
|                         | St. Stephen's         | Supplies and workers for two craft tables * |

**NOTE:** PEQ and Haworth UCC should coordinate their crafts to avoid duplication. St. Stephen's crafts will be (1) button jewelry and (2) make a puzzle to take home.

Crafts should be supplied in sufficient quantity for 80 children.

PEQ Two story tellers.

PEQ Guitarist.

**\* CRAFT-TABLE WORKERS!**  
**BRING NEWSPAPER TO COVER TABLES**

## LUNCHEON IS SERVED

| <u>Time Slot</u>  | <u>Responsibility</u>       | <u>Task(s)</u>   |
|-------------------|-----------------------------|--|
| 12:30 - 1:15 p.m. | St. Stephen's               | Order/pickup/deliver sandwich platters. (Peanut butter and jelly; tuna fish; plain cheese; cheese and bologna.) Pieces of fruit (one per child). Also, to prepare a "Menu Selection Sheet" so that adults can serve the children at tables. (Will review procedure during "instruction" segment, 8:30 to 9:00 a.m.) Include napkins and mustard packets. |
|                   | PEQ                         | To provide beverage (juice suggested).   |
|                   | PEQ (10 people)             | To serve the children lunch.   |
|                   | Marc Trister<br>Judy Vasile | To process orders from servers. (Will review procedure during "instruction" segment, 8:30 to 9:00 a.m.)  |
| 1:15 - 1:30 p.m.  | All workers                 | Clean up from lunch. (Keep children at tables for further instructions).   |

## LEAD TESTING RESUMES

| <u>Time Slot</u> | <u>Responsibility</u>               | <u>Task(s)</u>   |
|------------------|-------------------------------------|--|
| 1:30 - 2:55 p.m. | DOH/lead area workers from the a.m. | Testing continues.   |
|                  | PEQ                                 | Story telling and guitarist for children who have been tested or who are waiting to be tested. |

## MR. SMILES THE MAGIC CLOWN

| <u>Time Slot</u> | <u>Responsibility</u> | <u>Task(s)</u>    |
|------------------|-----------------------|-------------------|
| 3:00 - 4:00 p.m. | David Stephens        | Clown performance |

## IT'S ALMOST OVER!

| <u>Time Slot</u> | <u>Responsibility</u> | <u>Task(s)</u> |
|------------------|-----------------------|----------------|
| 4:00 - 4:30 p.m. | ALL WORKERS, PLEASE!  | Cleanup!!!!    |

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July 14, 1998  
"GET OUT THE LEAD!" EVENT  
Garden Spire Apartments  
206 First Street

| CHILD'S NAME         | ADDRESS                  | BIRTHDATE  | PHONE       |
|----------------------|--------------------------|------------|-------------|
| Adams, Alaneen F.    | 214 Glenwood Avenue      | 09/21/91   | 675-1088 ✓  |
| Benoit, Davon P.     | 195 First Street/Apt 7   | 01/01/94   | 483-6304 NH |
| Brown, Jabriel M. H. | 195 First Street/Apt 16K | 02/17/97 * | 675-2251 NH |
| Cockeran, Shaleek    | 195 First Street/Apt 19C | 10/15/92 * | -----       |
| Cockeran, Supreme    | 195 First Street/Apt 19C | 11/09/93 * | -----       |
| Cosby, Amafika       | 175 First Street/Apt 7   | 11/01/96   | 824-8451 ✓  |
| Crawford, Al-Taria   | 175 First Street/Apt 15L | 03/01/98 * | 485-1441 NH |
| Crawford, Nykia      | 175 First Street/Apt 15L | 10/22/94 * | 485-1441 NH |
| Davis, Satone        | 195 First Street/Apt 18G | 04/22/96   | 04/22/96    |
| Deshield, Alida E.   | 195 First Street/Apt 6C  | 07/20/91 * | 485-3205 ✓  |
| Deshield, Chauncy    | 195 First Street/Apt 6C  | 02/27/96 * | 485-3205 ✓  |
| Deshield, Michael    | 195 First Street/Apt 6C  | 10/17/93 * | 485-3205 ✓  |
| *Dicks, Gerome L.    | 195 First Street/Apt 19E | 02/20/89 * | 497-9314 ✓  |
| Diggs, Shaqoni       | 175 First Street/Apt 7   | 07/18/97 * | 483-7599 NH |
| Diggs, Ta-Tanisha R. | 175 First Street/Apt 7   | 08/20/93 * | 483-7599 NH |
| Dwah, Leawon         | 195 First Street/Apt 6C  | 08/08/93 * | 485-3205 NH |
| Dwah, Lester         | 195 First Street/Apt 6C  | 03/31/96 * | 485-3205 NH |
| Evans, Jerome        | 195 First Street/Apt 17H | 01/30/85   | -----       |
| Grant, Ebbin         | 195 First Street/Apt 11F | 09/25/92 * | 485-9055 NH |

\* = More than one child at same address to be tested

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| CHILD'S NAME         | ADDRESS                  | BIRTHDATE  | PHONE           |
|----------------------|--------------------------|------------|-----------------|
| Grans, Tankiya A.    | 195 First Street/Apt 11F | 02/08/98 * | 483-9055 NH     |
| Harris, Sierra N.    | 195 First Street/Apt 11L | 08/07/95   | -----           |
| Isom, Lerol T.       | 195 First Street/Apt ?   | 12/03/96   | 483-6304 NH     |
| Jackson, Gerald N.   | 195 First Street/Apt 19E | 03/22/98 * | 497-9314 ✓      |
| Jacobs, Davera       | 195 First Street/Apt 8A  | 11/26/92   | -----           |
| Jordan, Quaren       | 17 Warren Street/Apt 27I | 09/03/95 * | -----           |
| Kelly, Andrea        | 95 First Street/Apt 7D   | 09/21/91 * | 242-7390        |
| Kelly, Jumeal        | 95 First Street/Apt 7D   | 05/13/90 * | 242-7390        |
| Kelly, Omar          | 95 First Street/Apt 7D   | 04/03/94 * | 242-7390        |
| Lang, Jennifer L.    | 195 First Street/Apt 19H | 11/03/97 * | 485-1157        |
| Lang, Michael E.     | 195 First Street/Apt 19H | 08/10/92 * | 485-1157        |
| Lang, Octavia        | 195 First Street/Apt 19H | 12/12/90 * | 485-1157        |
| Logan, Lamy          | 40 North 13th Street     | 05/19/90   | 497-9314        |
| Love, Brooks         | 195 First Street/Apt 6C  | 12/19/92 * | 485-3205        |
| Malone, Taniyah      | 175 First Street/Apt 7K  | 10/21/94 * | -----           |
| McMillon, Darnell    | 195 First Street/Apt 12K | 10/05/95 * | 482-5782        |
| McMillen, Dion       | 195 First Street/Apt 12K | 07/12/94 * | 482-5782        |
| McNeil, Rashon       | 195 First Street/Apt 18K | 06/09/89   | 481-0187        |
| Mollett, Brandon     | 195 First Street/Apt 11D | 11/08/96 * | 497-7147        |
| Mollett, Celeste     | 195 First Street/Apt 11D | 06/12/87 * | 497-7147        |
| Mollett, Constance   | 195 First Street/Apt 11D | 06/06/89 * | 497-7147        |
| Mollett, Darren      | 195 First Street/Apt 11D | 01/29/98 * | 497-7147        |
| Mollett, Katrina     | 195 First Street/Apt 11D | 10/02/91 * | 497-7147        |
| Montgomery, Janee    | 195 First Street/Apt 12K | 08/04/92   | 4 8 2 - 3 7 8 3 |
| Narrow, Dominique S. | 195 First Street/Apt 14K | 08/13/93 * | 675-2251        |
| Morton, Samira       | 195 First Street/Apt 13C | 02/10/83 * | -----           |
| Cates, Elijah        | 195 First Street/Apt 8K  | 07/13/95 * | 482-5782        |

\* = More than one child at same address to be tested

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| CHILD'S NAME           | ADDRESS                   | BIRTHDATE  | PHONE     |
|------------------------|---------------------------|------------|-----------|
| Pleasant, Marcus       | 195 First Street/Apt 13C  | 12/04/81 * | -----     |
| Rios, Knox T.          | 175 First Street/Apt 16B  | 06/03/98   | -----     |
| Smith, Kafa            | 195 First Street/Apt 19C  | 05/15/97 * | -----     |
| Spruill, Ifiyarah      | 175 First Street/Apt 7K   | 08/22/92 * | -----     |
| Spruill, Ja'Quill      | 175 First Street/Apt 7K   | 08/22/92 * | -----     |
| Thomas, Tyasha         | 195 First Street/Apt 18D  | 04/03/91 * | -----     |
| Thompson, Karean       | 17 Warren Street/Apt 27I  | 01/14/95 * | -----     |
| Thompson, Ke'ear       | 17 Warren Street/Apt 27I  | 03/25/95 * | -----     |
| Thompson, Al'tameac M. | 57 Chestnut Street/Apt C5 | 11/12/63 * | 675-1326  |
| Thompson, Rakim        | 57 Chestnut Street/Apt C5 | 06/20/95 * | 675-1326  |
| Tucker, Nadiyah        | 195 First Street/Apt 8K   | 12/14/96 * | 482-5782  |
| Walter, Omar           | 195 First Street/Apt 19H  | 04/18/92 * | 485-1157W |
| Walter, Tanisha        | 195 First Street/Apt 19H  | 12/05/92 * | 485-1157  |
| Washington, Al-Bari    | 195 First Street/Apt 16D  | 04/02/92   | -----     |
| Washington, Shoregrah  | 195 First Street/Apt 18D  | 06/25/92 * | -----     |

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